**Volunteer Job Description**

|  |
| --- |
| **Job Title**Housekeeping Volunteer  |
|  |
| **Department**Campus | **Team** |
|  |
| **Reports to (Job Title)**Campus Manager  |
|  |
| **Responsible for:**0 | **Job Grade** |
|  |
| **Location**Campus | **Contract Type** |

YMCA is a Christian organisation, committed to Equality and Diversity in the Work Place YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Task List**

* Accompany Housekeeping staff and assist with their work as they complete bedding changes
* Vacuum clean carpets and floor areas in public areas of the three buildings on the YMCA Campus, as instructed by the Housekeeping Supervisor
* Empty bins and remove rubbish to the external skips and bins
* Accompany Housekeeping staff and assist them in moving customers left belongings into storage, and completing records of what has been left behind.
* Accompany Housekeeping staff and assist them with cleaning customers’ rooms after they have left their accommodation and moved on, so that the room is clean and presentable and ready for a new person to move into.
* Accompany Housekeeping staff and assist them to retrieve customers left belongings from storage and return them to customers who have made appointments to collect their possessions.
* Cleaning Conference Rooms and removing any rubbish after they have been used, making the room clean and presentable for the next group who will use it.
* Assist Housekeeping staff in receiving deliveries of new supplies of cleaning materials and moving them into storage.